



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5005) Staff Services Manager I

Position #:

051-140-4800-011

Salary Range:

\$5,181 – \$6,437

Issue Date:

10/9/2014

Contact:

Kathie Cimini, (916) 323-5166

Location:

Administration and Disbursements
Division
3301 C Street, Suite 780
Sacramento, Ca 95816

Final Filing**Date:**

October 22, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Administration and Disbursements
Division
ATTN: Kathie Cimini
3301 C Street, Suite 780

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction provided by the Staff Services Manager III, manage the Bureau's key-entry activities required for the payment of the State's financial obligations and for the other SCO divisions. Manage and direct the Administration Support and Analysis Unit responsible for analytical and administrative duties associated with the SCO payment systems, and projects having statewide impact. The incumbent is the line manager responsible for ensuring timely, accurate delivery of these services. Duties include, but are not limited to the following:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Plan, organize, and direct the activities of the Key Entry Unit, which includes two shifts. This unit is responsible for providing data entry services to SCO divisions and produces mainframe files within specified deadlines that update critical SCO systems. These systems produce payments to meet the state's financial obligations. For example, critical payroll functions are keyed by the Key Data Operator, as well as employee health benefit changes, W-2 tax reporting changes, employee payroll, and deposits, employee action request changes. KDO also keys information for the Treasury Trust System, providing state agencies with accurate information regarding their accounts.
- Represents the Bureau or the Division in negotiations with external clients (CalHR, State Treasurer's Office, and other state agencies and departments) and internal (other SCO Divisions) on scheduling, processing, and problem resolution necessary to ensure all customer needs are met.
- Specifically, when Key Entry Unit problems arise in existing

Please write “051-140-4800-011” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

program, incumbent works with the external clients or affected division to define the issues and resolve the problems. These problems may concern the Key Entry Unit and Operations Support and Analysis Unit. Internal clients include the Division of Audits, the Division of Collections, Division of Accounting and Reporting, Information Systems Division and Personnel Payroll Services Division.

- Plan, organize, and direct the activities of the Administration Support and Analysis Unit performing complex and varied statewide assignments encompassing program design, planning, research, system analysis and evaluation.
- Conduct complex studies, research, and development for special projects having statewide impact. Review analytical studies and surveys; make recommendations on a broad spectrum of administrative and program-related problems, formulate procedures and policies, and review and analyze proposed legislation and its impact on programs.
- Perform other management duties such as; personally deal with high profile matters and/or items having statewide impact and prepare recommendations for the Bureau Chief and Division Chief; review, analyze, implement, and monitor quality control procedures on an ongoing basis for existing programs; prepare recommendations on policy and procedural revisions which impact Disbursements' Key Entry and Operations Support and Analysis sections.

Desirable Qualifications:

- Knowledge of principles and trends of public administration, including management and staff services practices, such as: collective bargaining, personnel services, planning, program evaluation, and other related areas.
- Strong supervisory abilities.
- Excellent communication skills.
- Experience in project management.
- Ability to work well with changing assignments and priorities.
- Able to work within a management team environment.
- Organized in managing work and meeting deadlines.
- High level of independence and initiative.
- Excellent organization, research and analytical skills with attention to detail.
- Strong interpersonal and multitasking skills.
- Experience in Microsoft Word, Excel, Visio, Access and PowerPoint.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12